



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
January 26, 2023

Members Present: Chairman Youngerman, Councilor Hall, Councilor Roering

Others Present: Borough Manager, Mark Pugliese (via Zoom); Assistant Borough Manager, Jill Frey; Zoning & Codes Officer, Duane Brady; Part-time Receptionist, Linda Gainer

Chairman Youngerman called the Meeting to Order at 6:30 pm.

Executive Session – N/A

On a **MOTION** by Hall, and a second by Roering, approval is given for the Agenda for the January 26, 2023, Administration and Finance Committee meeting as presented, with the correction of the spelling of Mount Joy in the Item 3 Note. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Roering to amend the Agenda by removing Item F. *Motion carries unanimously.*

Public Input Period – Bruce Haigh, 504 Rose Petal Lane, commented on 7D. The address is 307 not 37 Locust Lane. This item should be discussed at an Executive Session, then forwarded to Public Works for discussion. Public Works Committee will have questions for the Solicitor. There is a history on this property.

On a **MOTION** by Roering, and a second by Hall, approval is given for the Minutes of the December 22, 2022, Administration and Finance Committee meeting. *Motion carries unanimously.*

Eagle Scout Presentation – Thomas Dohl, Jr. is a 9th grade Scout working on his Eagle badge with Troop 53. He is proposing a memorial to Harold Billow and the Malmedy Massacre. Memorial would be on the west side of Memorial Park, at the corner of S. Market Street and Marietta Avenue, with informational boards about the event and a bronze of Mr. Billow. Dohl presented his proposal and explained more detail about his proposal. Discussion centered on the existing trees, benches, and funding of the project. Committee members commended Dohl on his initiative and creativity. On a **MOTION** by Hall, and a second by Roering, to move to full Council for discussion. *Motion carries unanimously.*

Administration, Budget, and Finance

Pugliese presented the Managers Report and pointed out item 12. The certified copy of the quitclaim deed on the Train Station has been received. Youngerman inquired about the Smart Growth Transportation Grant. Pugliese stated that payment has been received. Hall asked about item 13, re-route of Rt 772. Pugliese stated that it is moving in the right direction. Traffic Impact Study is being done for Chiques Crossing.

Discussion on microphone in Council Chambers and status of EdgeUp – Pugliese stated two additional microphones were installed before the Council meeting, one was not working properly. The microphone at the podium will remain.

Pugliese stated the motion to remove the equipment was tabled at the Council meeting. Microphones will be left in until it has been tested and then a decision made. Youngerman asked how the microphones sounded; Pugliese felt they sounded great. EdgeUp showed how to adjust the volume in the room. Nissley has used the room and microphones for training for his staff.

Review Proposal for Municipal Engineering Services – Proposals were presented by Rettew and ARRO for Borough Engineer. Discussion centered around the possibility of using one company to review plans and another one to be the engineer for checks and balances or change which company to be the engineer for the Borough. Hall feels it's better to have one company rather than different engineers for different projects. Problems can be created if "Project A" is impacted by "Project B". ARRO has had personnel retire and does not have the "institutional knowledge" of the Borough they formerly had. Hall feels the Borough either changes engineers or not. We can table until there are more issues but he feels it's time to go elsewhere. Pugliese stated he has no problem picking or recommending a company. It is suggested to reach out to D.C. Gohn and see what they have to offer. D.C. Gohn has worked on stormwater at Chiques Park. Hall stated there should be different companies for design and review. It's good to have a second eye on the process.

Manager will look into other firms to engage in the designing of any projects.

On a **MOTION** by Hall, and a second by Roering, to move to full Council to appoint Rettew Associates as the Borough Engineer. *Motion carries unanimously.*

Review letter from Barley Snyder Attorney reference Stormwater Facilities at 307 Locust Ln – The property owner of 307 Locust Lane would like to transfer operation of storm water management facilities to the Borough. The lot is an open space comprised of a storm water basin that was constructed to serve the adjacent development. The property needs a lot of work, there are sinkholes on the property. The two adjacent lots are owned by the County. Discussion centered around the history of the property and the potential hazards if the Borough took over ownership of the lot. The sinkhole problem will not get any better. The Manager is directed to engage the property owner's lawyer through our Solicitor.

Any recommendation to full Council on tabled item to have EdgeUP remove equipment as a failed system for full refund – This has been moved to full Council; it is no longer this committee's problem.

Discussion on amending the Thursday, November 16, 2023, Budget Meeting due to conflict with Administration and Finance Committee Meeting.

On a **MOTION** by Hall, and a second by Roering, approval is given to move to full Council to reschedule the November 16, 2023 Budget meeting date to the third Tuesday, November 21, 2023. *Motion carries unanimously.*

On a **MOTION** by Roering, and a second by Hall, approval is given to move to full Council to authorize the Borough Manager to attend the PELRAS conference, March 15 – 19, 2023 at a cost of \$600.00 plus hotel and other costs to be reimbursed as permitted by applicable law. *Motion carries unanimously.*

Land Development, Zoning, & Codes

Duane Brady presented his Codes & Zoning report and highlighted that the permit process is being cleaned up, some permits have been issued and the rental application process is going well and is well under way. All rental owners received a follow up letter regarding inspections and setting up the inspection cycle.

Brady noted that he handled a complaint from a tenant regarding heat loss due to a pipe failure. Repairs were made this week and tenant returned to apartment. Owner was advised to insulate the outside wall and remediate mold in the downstairs.

Discussion on service expectation of Commonwealth Codes – Brady received a report from CCIS with incorrect dates. CCIS's reliability for legal and liability purposes as well as their inability to process their own paperwork can affect Brady's certifications and the Borough's liability. Brady is looking at other companies to work with.

Discussion on parking issue for 18 E Main Street – This address would have five apartments and would like to keep the coffee shop, however, there is a requirement for a required number of off-street parking spots to be available for tenants. PennDOT took over parking areas that would formerly have been available. Discussion centered on where parking could be located for potential tenants and how to facilitate for those who want to revitalize properties. A possibility suggested is Marietta Notary and whether an agreement could be made with them to use some parking spots. Brady will talk with them.

The Zoning Hearing Board approved the conditions presented to Council for a variance for Whitmoyer Auto. It will go through in thirty days.

Brady would like to be able to take stronger action against a landlord or property management companies that are not performing their duties. This can be enforced under Chapter 9 with an added section under the residential leasing ordinance.

Discussion on short term rentals ex. VRBO and Air B & B's. This is a gray area in the state and there is no regulation in the Borough. Brady is aware of twelve or so homes in the Borough that operate as such. Brady receives calls from those who want to purchase homes to use as short-term rentals, not to live in.

A Zoning Hearing Board meeting will be held on February 22 with two cases to be presented. A party is seeking a variance to create a residence at 114 S Market Street, in addition to the 2 residences already on the property. Also, a variance is being sought to create a duplex at Pink and Rose Alleys. The space in the alleys is very tight and there would be little space around the duplex. Brady stated the street is too skinny to meet the street variance for street frontage required of an improved street. Stormwater plans are in review. Hall suggests that Council look at the parcel in question. He feels Council should take a position on the variance request. Council should oppose the Zoning Hearing Board variances request. Pugliese stated that Brady will have a full brief for Council.

On a **MOTION** by Hall, and a second by Roering, approval is given to move to full Council, this committee's opposition to the variance being sought near the intersections of Rose and Pink Alleys. *Motion carries unanimously.*

Pugliese mentioned that Brady is doing a good job and is taking responsibility head on, looking at deficiencies, to make processes better.

Grant Updates

Youngerman asked who is leading the grant for Kunkle Field. Pugliese stated that he is and will be in touch with the parties who use the park so we can take some of their recommendations for field upgrades.

Nissley is closing out the first ARLE grant. Pugliese had two questions for his point of contact on the RACP grant. One was what happens if only the police station is built. Do we forfeit money if we don't also build a space for the Borough offices. We would have to submit a change of scope since the concept is for everything.

Borough Building Ad Hoc Committee

The Committee had a discussion with Brady regarding zoning exemptions on the parcel due to land coverage. The size of the proposed building and parking lot is over the percentage allowed in a conservation district. According to Brady, 10% ground coverage is allowed and the current proposed building is at 18%. A variance would be needed to build the project as currently presented. The Building Ad Hoc Committee received a revised sketch of the building showing what the potential building could look like. The Committee discussed further on the type of roof and decided that a hybrid is wanted. Hall asked if the committee is looking at a reduction in size of the proposed building. Deering stated the committee is looking at the parking area. Could the actual space of the building be reduced. Hall mentioned that we are putting in more space that we really need. A smaller building would reduce costs. Parking is needed for the park area. Pugliese stated that building size could be reduced by moving Council Chambers into the middle of the building. He was concerned that eliminating three extra offices could limit future growth within the building. Another concern is enough storage space for files. Deering suggested that the second floor be given extra support to be able to store files there. Hall asked how use of space could be overlapped. There is only a certain percentage of land in the borough and what will we need in the foreseeable future. We don't want to cut into function when it's time to vote.

Pugliese presented a packet of recent proposals from PFM Financial. He has met with several banks and their proposals are about the same as the one presented.

Ordinances – None

Public Input Period

Bruce Haigh, 504 Rose Petal Ln, attended the Zoning Hearing Board meeting. Public Works should talk with the Solicitor regarding 307 Locust Ln. The parking problem in the Borough is not with the train station. Businesses have non regular hours. If the Borough provides parking, more people will shop in the Borough. Rt 772 re-route – you can't do two left turns. The way Rt 230 and Cloverleaf intersection is signaled is the way to signal without tearing out a building at New Haven St. and Main St.

Executive Session – none needed.

Any Other Matter to Come Before the Committee

Hall stated that it's time the Borough looked at the Act 172 tax credit. Many boroughs and counties are looking at this Act. It helps with retention and recruiting efforts of volunteer fire companies. Hall suggests the Borough look into what is needed, the impact and what the will of Council would be. If Council feels this is a good idea, we would look at how an ordinance would be written.

Pugliese is to talk to our Solicitor regarding this and Hall will provide Pugliese with a list counties and boroughs who have adopted Act 172.

Pugliese will provide a copy of the letter of the formal account audit for Council. Council needs to acknowledge receipt so the company can do their audits.

February 8 at 1:00 pm and 3:30 pm there will be an open house at the senior housing project for Borough staff and elected officials before it is turned over to the owners. February 1 or 2, MJ Minnie will be at the Rotary clock at 7:00 am to give her prediction.

Pugliese and Eichler attended the Borough Association meeting. There was a lot of useful information. The County still has ARPA money available. Senator Martin's committee on the Chesapeake Bay has money available to Lancaster County that could be used for the Chiques Creek bank restoration.

On a **MOTION** by Hall, and a second by Roering, to adjourn the meeting at 8:54 pm. *Motion carries unanimously.*

Respectfully Submitted,

Mark G. Pugliese
Borough Manager/Secretary

NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING
Thursday, February 23, 2023, at 6:30 PM in Council Chambers